

MANCHESTER PUBLIC SCHOOLS
APPLICATION FOR SALARY SCHEDULE ADVANCEMENT

PART I – PRE-APPROVAL FOR COURSEWORK

Name: _____

Position: _____

Location: _____

Date Submitted: _____

Prior to enrolling in courses which may apply to your advancement on the salary schedule, please complete the following information:

Are courses part of a planned program at a college or university? ☐ Yes ☐ No
(If yes, attach list of planned course work)

Name of College/University: _____

Degree / Certificate working toward: _____

Is this degree in a Shortage area? ☐ Yes ☐ No If yes, select endorsement

Will you be requesting Tuition Reimbursement? ☐ Yes ☐ No

Have you been accepted into a graduate program? ☐ Yes (attach acceptance letter) ☐ No

Anticipated date of Graduation: _____

List courses:

Title	Course Number	Credit Hours	Date of Completion	Tuition Cost

**Director of Performance, Evaluation
and Talent Development Signature:** _____

Vonetta Romeo-Rivers

Date: _____

NOTES: _____

PART II - APPROVAL FOR ADVANCEMENT ON SALARY SCHEDULE

DO NOT SUBMIT UNTIL ALL APPROVED COURSEWORK HAS BEEN COMPLETED

After completing all APPROVED coursework, an OFFICIAL transcript MUST be forwarded to the Assistant Superintendent's office with a signed copy of your pre-approval form.

DOCUMENTATION MUST BE RECEIVED BY **AUGUST 15TH**

SALARY GRADE CURRENTLY ON: _____

SALARY GRADE APPLIED FOR: _____

Approved to: _____ NOT Approved: _____

Effective date: _____ Reason: _____

Assistant Superintendent

Finance and Management Signature: _____

Patricia F. Brooks

Date: _____